

# SAMPLE "REQUEST FOR PROPOSAL LETTER (RFP)"

(Type on School Food Authority Letterhead)

DATE: (\_\_\_\_\_)

TO: (\_\_\_\_\_)   
FSMC Name, Address & Contact Person

Dear \_\_\_\_\_:

## Request for Proposal

The \_\_\_\_\_ will accept proposals for the School Food Service  
(Name of SFA)

Operation for the \_\_\_\_\_ school year on \_\_\_\_\_.  
(Indicate Year) (Date & Time for Proposal)

The current **FSMC** Directory issued by the state agency indicated that \_\_\_\_\_  
(Name of FSMC)

is interested in conducting business in \_\_\_\_\_ County.  
(Name of SFA's County)

If your company is interested in submitting a proposal for this service, please contact:

\_\_\_\_\_  
Name of Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_, NJ  
City

(\_\_\_\_\_) \_\_\_\_\_  
Telephone

(\_\_\_\_\_) \_\_\_\_\_  
Fax

The specifications will be mailed to you return receipt requested.

If your firm is not interested in submitting a proposal, please submit a letter of explanation. Regulations require food service management companies to respond on the FSMC original letterhead.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title